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to set daily priorities and settle into his or her day before the meeting," said Bill Driscoll, district president for Accountemps. "Avoid scheduling an ...

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The early bird not only catches the worm – he or she may also land the job. In a recent survey from Accountemps, 61 percent of CFOs interviewed said they believe the most productive time for conducting hiring interviews is between 9 and 11 a.m. These findings are in line with a previous [study](#) from 2010.

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candidate within the first 15 minutes. Driscoll added, “A first impression starts with the initial handshake. What you wear, your demeanor and body language are details that interviewers assess within the first few minutes of meeting someone.”

Driscoll also pointed out one of the most common questions you might hear at the beginning of a job interview is “tell me about yourself.” He added, “This is your opportunity to shine during a job interview. Use this time to offer a brief statement that summarizes your experience and objectives.”

CFOs were asked “Which of the following times of day do you believe is the most productive for conducting hiring interviews?” Their responses:

Before 9 a.m.	11%
9 a.m. to 11 a.m.	61%
11 a.m. to 1 p.m.	11%
1 p.m. to 3 p.m.	9%
3 p.m. to 5 p.m.	5%
After 5 p.m.	2%
Don’t know	<u>1%</u>
	100%

CFOs were also asked “How long does it typically take you to form either a positive or negative opinion of a job candidate during an initial interview?” Their responses:

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More than 30 minutes	6%
Don't know/no answer	<u>5%</u>
	100%

Accountemps offers the following tips for making a successful first impression in the interview:

- **Plan the logistics.** Print copies of your resume, prepare your outfit and find where you are going by looking up directions or doing a trial visit prior to your interview.
- **Be prepared.** Research the company and hiring manager before your meeting. Rehearse your responses to commonly asked questions.
- **Arrive on time.** Don't cut it close when attending an interview. Allow yourself an extra 20-30 minutes to account for unanticipated delays.
- **Take time off for your interview.** If you are employed, consider taking time off for a job interview instead of scheduling it during lunch or after work hours. A more relaxed pace for the day may help you be at your best.
- **Calm your nerves.** Try not to ramble or become too introverted. If you get anxious during an interview, take a deep breath to collect your thoughts.

The survey was conducted by an independent research firm. It includes responses from more than 2,200 CFOs from a stratified random sample of companies in more than 20 of the largest U.S. metropolitan areas.

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